



## DirectorySpot - FAQs



### **1. Why did we move to DirectorySpot rather than a paper directory?**

In our technology-driven world, an online directory offers quick access and convenience for our parent community and teachers. We are also able to edit information as it changes throughout the year.

### **2. Was this a District 203 initiative? Are there other District 203 schools using it?**

This is not a District initiative, however, due to its popularity, the administration of District 203 approved the use of DirectorySpot and found it to be safe, secure and user friendly. There are many District 203 schools and other schools in Illinois using DirectorySpot.

### **3. How can I access the Kennedy Junior High directory on DirectorySpot?**

Our directory can be accessed through the website and can be downloaded as an app on your phone. Once you've opted in to using DirectorySpot, an email will be sent to parents with the subject "Kennedy Junior High Home and School - DirectorySpot Account". You will find instructions to create a password for your account and steps to download it to your phone.

### **4. What information will I find in the directory?**

You will find the same information which was previously in our printed directory -- student name, grade, parent(s) name(s), address, phone number, email addresses, and student team names.

You can search by student first or last name OR by parent first or last name. You can also look up students on a particular team or grade level. The Calendar tab will provide you with the school

calendar. Under 'Other Info,' you will find links to various information useful to the Kennedy Junior High School community such as the school's website, staff directory, calendars, activities and clubs.

The same information is available on the DirectorySpot mobile app so you can always have your information handy!

## **5. Will the printed directory still be available?**

You can download or print a copy of the directory easily from DirectorySpot if you choose. The print option is not available from the mobile app.

## **6. I'm uncomfortable having my information online. What can I do?**

Like the printed directory, parents can share as much information as they feel comfortable, or completely opt-out of the directory. To opt out, please contact our DirectorySpot Chair, Michelle Clark, at [kennedydirectory@gmail.com](mailto:kennedydirectory@gmail.com) in writing.

If any changes need to be made to your information, please email the DirectorySpot Chair.

If you have more questions about website or app security, please visit:

<https://www.directoryspot.net/security.php>

## **7. Can I change my mind in the middle of the year?**

**YES!** Unlike the printed directory, the online directory is dynamic.

Parents can request for changes to their contact information ANYTIME during the year. Whether you have moved, your phone number has changed, or you have a new email address, change is easy. Simply contact Michelle Clark, Kennedy Junior High's Home & School DirectorySpot Chair, [kennedydirectoryspot@gmail.com](mailto:kennedydirectoryspot@gmail.com) with your new information and the directory will be updated to reflect the change. **Changes will be made to the online directory once every trimester.**

If you have opted out of the online directory and wish to be added, or If you wish to opt out of the directory in the middle of the year, please contact the DirectorySpot Chair.

## **8. Will we be paying more?**

No. Our costs for DirectorySpot are still within our budget.

## **9. Who do I call for questions or support?**

The website and app are very user-friendly and easy to navigate. Additionally, a link for the user manual will be sent to you. For general support and user support questions, visit:

<https://directoryspot.zendesk.com/hc/en-us>